

HANDBOOK

West Georgia College
Carrollton

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TO THE STUDENT PERSONNEL OF WEST GEORGIA COLLEGE:

The faculty joins me in giving to you a most hearty and cordial welcome. Our campus is a friendly place. This pamphlet is printed for your information. We hope that it contains information which will aid you. The suggestions herein listed have been found helpful by our faculty and students. Therefore we pass them on to you.

Respectfully,
IRVINE S. INGRAM, President.

REMARKS BY THE CHAIRMAN OF THE STUDENT ACTIVITY COMMITTEE:

Traditions are a way of life in any college community. This mode of living is characteristic of ladies and gentlemen the world over. Such statements, as college bred; tolerant and understanding; a scholar and a gentleman—all spring from that indefinable something we attain through living in and becoming a part of a school in which traditions are honored.

Here at West Georgia we are gradually building up some excellent customs—customs that are becoming traditions.

Freshman week Freshman week, for example, is as old as the college and serves the purpose of getting new folks adjusted to our way of life on the campus. No one would want to see this practice abolished, least of all the Freshmen. The annual Sophomore-instigated Freshman Parade up to town and around the square

is so much a part of us that even the townsfolk would be disappointed were it abolished. This annual affair has in it the elements of sheer buffoonery and humor, and is a good test of one's capacity to be a good sport.

Christmas Carols Then just before the Christmas holidays the college chorus always arranges a program of carols, first presented at the college, and then sung out of doors here and there about town. This gesture of goodwill and friendliness is appreciated by the entire community.

Basketball The opening of the winter quarter usually ushers in a full basketball schedule. In victory or defeat the team and the student body have always shown an excellent sportsmanlike spirit.

Plays Plays are an important part of our winter quarter program. The experience of being in a play is of great value to the actors. The audience profits vicariously by a new experience and by learning some of the pleasures and etiquette of theater going. A really good college play is remembered as an outstanding event of that college year.

Annual Stunt Night Every winter the staff of the college paper, *The West Georgian*, sponsors a stunt night, offering prizes to organizations presenting the cleverest and most hilarious skits.

Spring Quarter Activities The spring quarter ushers in our busiest time. Such important events as, Religious Emphasis Week, Parents' Day; Annual Hobby Show; many parties and

banquets; the yearly Home Coming Concert and Warm Springs party of the college chorus; May Day festivities; Student Body Elections; Alumni Day, and the colorful Final Dance are all extra-curricular activities that have taken on the character of traditions because they are ardently supported. The reason these activities live and continue year in and year out is that we like doing them and support them wholeheartedly.

All these things have become customary, even traditional, at West Georgia. But there are many practices, more general perhaps, that should be traditional on any campus.

Democracy For example, West Georgia should be a democratic place where everyone speaks to everyone else.

Dates It is matter of good taste among ladies and gentlemen on a college campus to conduct themselves on a date so as to fit in with the establishment's campus customs of society.

Campus This same good taste should keep us from walking on the grass, throwing rubbish about or otherwise marring the beauty of our campus.

Chapel At West Georgia Chapel serves a fundamental necessity. It is a part of our group meetings. Here we come to feel that we are all a part of this college. The audience reaction and response in chapel is important. A quiet attentive audience is a helpful atmosphere to any chapel.

Dining Hall For very good biological reasons we have to eat three times a day. Anything

we have to do that often should be as interesting and colorful as possible. The dining hall could be the place on this campus where we learn some valuable lessons in etiquette. There is nothing which puts one so ill at ease as not to know how to eat.

Noises Noises may be defined as sounds out of place—just as weeds are plants out of place. In an educational institution where we depend so largely on certain sounds for instruction and learning, sounds out of place are the rankest kind of *educational weeds*.

Work and Play One of the most important attributes of college training is that of discrimination. The capacity to put first things first is paramount. Our most important job at West Georgia is living up to our individual classroom responsibilities. Play before work or instead of work is the hallmark of immaturity and childhood. Play to the exclusion of all work makes a dullard and a bore.

GENERAL REGULATIONS

1. College regulations go into effect at the time a student arrives on the campus and continue through commencement. Students permitted to leave the campus at various times during the year are responsible for upholding the standards of the college during their absence.

2. Any student who fails to register before the end of the first class day of any quarter will be charged a fee of \$2.50 for late registration.

3. Students may deposit cash in the treasurer's office and withdraw it as needed. This practice is advised in order to protect them from loss.

4. The post office at the college is known as Genola. Mail is received twice daily and dispatched once daily.

5. In the case of emergency if a parent wishes to call a student home communication must be made with the president, dean, or dean of women.

6. Leave of absence may be refused because of low scholarship or of too frequent request for leave.

7. When dormitories are officially closed for holiday seasons, all students except those who must remain for work or for other legitimate reasons, are to leave. Special permission to remain must be secured from the dean, and those granted such permission must observe regulations set up by the administration.

8. Overnight visitors may be entertained in the dormitories only on week-ends, and then only with the permission of the hostess in the building. Meals are twenty-five cents each.

9. Assemblies are scheduled twice each week for the entire student body. These meetings are considered as important as class work. Attendance is required of all students.

10. Students are requested not to smoke in the dining hall or the gymnasium.

11. Tennis courts will be closed on Sundays from 9 a. m. to 1 p. m. and from 5 p. m. to 6 p. m.

12. Requests for trays during illness must be made to the resident nurse thirty minutes before meals.

13. Dates are allowed on Sunday, only on the front campus, from three until five.

14. Too frequent meetings between men and women students are looked upon with disapproval.

15. Men and women students are not to be together on the campus after 6 p. m.

16. Hazing is not permitted.

17. Outsiders who persist in making a nuisance of themselves in the college community shall be barred from having dates with college girls.

18. Faculty and student conferences are to be held on Saturday mornings.

19. Residential NYA students are to be governed by the same regulations as other students. Provisions may be made for their attendance at functions especially provided for them.

20. Absence due to illness must be excused by the nurse.

21. Student activities during the evening are not considered occasions for dates. Regulation 15 under General Regulations must be observed after such activities.

22. The official school colors shall be Crimson Red and Royal Blue.

REGULATIONS FOR GOLF COURSE

1. Students are to be on the golf course only when playing golf.
2. Men and women playing golf together must play in foursomes.
3. Each person playing must have a set of at least four clubs.
4. Students must not hold up other players unduly.
5. Players without caddies must let others pass through.
6. Women who play must sign house register.
7. Men and women when playing must be appropriately dressed.

DORMITORY REGULATIONS—WOMEN

1. Quiet hour shall be interpreted to mean no whistling, singing, laughing, loud talking, playing of musical instruments, or visiting after 7:30 o'clock. Loud talking, laughing, or disturbance in the dormitories is out of order at any time.
2. All nights preceeding classes are regarded as quiet hour nights.
3. Men callers are expected to depart within five minutes after the bell is sounded at 10 o'clock.
4. Occupants of the reception rooms are expected to keep them orderly and free from papers.
5. Gym suits and shorts are to be worn only in the gymnasium and on tennis courts.

6. Girls may spend the night in another girl's room on nights not regarded as quiet hour nights by signing out on the house register.

7. Radios must be played low enough to avoid disturbance and must be turned off at 10:30.

8. The radio in the lobby may be played by students except during class hours and quiet hours.

9. Special orders for refreshments to be sent to dormitories must be placed before 9:45 on opening evenings and before 6:45 on Sunday evenings.

10. All laundering and pressing must be done in the laundry room before seven-thirty o'clock on study evenings and before ten o'clock on opening evenings.

11. Visiting in bedrooms during study evenings is permitted between 9:00 and 9:20.

12. All communications from parents or guardians concerning leave of absence must be made to the dean of women. Standing permits are valid only for week-end visits at home.

3. Women leaving the campus for out-of-town trips must file a leave of absence card approved by the dean of women.

14. Women who return in cars from week-end visits should arrive on the campus not later than 6:45 p. m.

15. Women may ride in cars only to and from town with people they know. They are not to ride in trucks or on the outside of cars at any time.

5. Freshmen In case of illness or other emergency, students should report to the dormitory hostess at once, day or night.

17. All guests must conform to dormitory regulations.

18. Women students may go to town in groups of two or more and should return to the campus in time for the evening meal. This regulation applies to theatre and shopping centers.

19. Women who leave the campus during the day or leave the dormitories during the evening must sign out and sign in on the house register.

20. Women may go to town in the mornings only by special permission of the dean of women. Sunday church services are excepted.

21. A deposit fee of fifty cents is charged for the key. This fee is refunded when the key is returned at the close of the year.

22. Freshmen are allowed one evening engagement a week; sophomores, two. Juniors may have three, one during the week and two on the week-ends. These dates may be either on or off the campus.

23. There shall be no engagements in the women's dormitories during any student body social function.

24. Women living on the campus fill all evening engagements at the women's buildings.

25. Whenever possible all outgoing telephone calls should be reversed. The use of the telephone except for long distance calls is prohibited during study hour.

26. Women will confine their walks to girl's campus on Sunday except by special permission.

27. Communication from bedroom window is disapproved.

28. Women may spend the night in Carrollton with parents or near relatives.

29. Social relations with young men are discontinued after the supper hour.

30. All persons living in dormitories except regular instructors must abide by the above regulations.

31. Juniors who have off campus dates will sign out on the regulation leave of absence and must return to the campus by 10:30 except with special permission.

DORMITORY REGULATIONS- MEN even-

1. Rooms must be kept in order and are inspected each day except Sunday. Change in furniture or any other changes about the room must be referred to the dormitory officials. Paste or anything to mar the walls must not be used. Each person is responsible for the upkeep and preservation of property in his room and will be required to pay for any damage before the end of the quarter.

2. Men are urged to be gentlemen at all times.

3. Quiet hours are observed in the dormitories after seven-thirty every evening preceding days on which classes are to be held.

4. Students wishing to leave the dormitory in the evening will indicate such by signing the house register.

5. Freshmen must remain on the campus every evening on which quiet hours are observed until they have established a general record of C. (at mid-term or thereafter.)

6. Students wishing to leave school for the week-end and will sign the house register, giving destination and time of expected return.

7. Men making F's are required to remain on campus after 7 p. m. on all nights preceding the following except by special permission.

8. Occupants of a room with electrical fixtures will be charged 50 cents for replacements of fuse blown by overload or carelessness.

9. A fifty cents deposit fee is charged for each key. This is refunded when the key is returned.

10. Men are to place Coca-Cola bottles outside their rooms in the hall at 8 a. m.

11. Men are to have their rooms in order ready for inspection by nine a. m.

12. Trash, paper, and other refuse must be placed in designated receptacles.

13. Radios must not be played loud enough to disturb others and must be turned off by 10:30 p. m.

QUALITY POINTS AND ABSENCES

1. The grades received in courses in the college carry quality points according to the following schedule:

Grade	Points
A	6
B	4
C	2
D	0

2. A student must receive in each college year at least nine quality points to be admitted the following year. If not too great, the deficiency may be made up in summer school.

3. Quality points are deducted when a student is absent from six or more classes or assemblies. The penalty for continued failure to attend classes is probation or expulsion.

4. Absences from classes and regular activities are excused for members of recognized student activities when representing the college away from the campus, for field trips sponsored by instructors, and for illness.

5. Students absent from examinations are charged a fee of one dollar to make up a mid-term and two dollars to make up a final examination unless such absence is excused by the Dean.

6. A student desiring to continue his college work being absent from a class or exercise occurring the two days immediately preceding or the two days immediately following the Thanksgiving recess, the Christmas recess, the Spring recess, or other college holidays, must pay a fine of \$1.50 for each day in which the absence occurred. The same fee is charged for reinstatement of any kind.

PROBATION

It is the policy of the administration to restrict the privileges of students whose behavior is disapproved.

1. A student who passes only one course or who makes 3 D's will be placed on probation

the following quarter. A student failing in all of his work will not be permitted to return for the next quarter. He may return after being out for one quarter, but will do so on probation.

2. When placed on probation for low grade work during a previous quarter a student must do passing grade work in two courses and make at least two quality points or be dismissed.

3. A student on probation is not allowed to represent the college in any intercollegiate activity.

4. In some cases, a student on probation may lose membership in all student organizations during the period of probation.

5. A student on probation may not leave the campus without permission.

6. Unexcused absences from classes or assemblies while on probation render the student subject to suspension or expulsion.

LIBRARY REGULATIONS

1. Books not specially reserved may be drawn from the library for home use for two weeks.

2. Books on special reserve must be consulted in the library except as stated in regulations 3 and 4 below.

3. Reserve books may be drawn from the library at 4:15 p. m. for home use overnight and must be returned by 9:00 a. m. the following morning.

4. Reserve books may be drawn from the library at 11:00 a. m. on Saturday for home use

over the week-end and must be returned by 9:00 a. m. the following Monday.

5. Periodicals may be taken from the library by students.

6. A fine of two cents a day will be charged on books not returned on time.

7. A fine of twenty-five cents for the first hour and five cents for every hour thereafter will be charged on reserve books not returned on time.

8. Noise and disorder in the library will subject the offender to withdrawal of library privileges.

9. Mutilation or theft of books or periodicals will subject the offender to suspension or expulsion from the college.

10. Students abusing library privileges will be deprived thereof.

ENTERTAINMENTS

1. Once each three or four weeks the gymnasium is used for college social affairs. The group or organization sponsoring the affair is held responsible by the faculty for the removal of decorations and the arrangement of the building for the next scheduled class following the entertainment.

2. Requests for entertainments must be filed in triplicate in the Dean's office two weeks ahead of time and must be signed by the faculty adviser.

3. Social functions are limited to one each quarter for each organization, the nature of the

function to be approved by the dean in conference with the faculty advisers. Only students and former members of the organization are invited.

4. The student body as a whole is permitted one social or dance a month. Students and alumni only are invited.

5. Social functions are limited to one a week during the fall and winter quarters and to two a week during the spring quarter. No social functions are to be scheduled during the week of quarterly examinations.

STUDENT ACTIVITIES

Student activities and organizations are an important part of life at West Georgia. Among the various clubs and activities every student should find something to stimulate his interest. The faculty hopes that everyone will avail himself of the chance to participate in some manner in the community life of the college as represented by these organizations. The faculty has found that participation in too many activities at one time has frequently been detrimental to the student.

Following is a list of approved non-athletic activities. These are under the general supervision of a special committee of the faculty.

The West Georgian, the college newspaper, three times accorded first honor rating by the Associated Collegiate Press (1939, 1940, 1941). All students are eligible for places as editors and reporters.

The Chieftain, annual publication of the college.

Mu Zeta Alpha, honorary scientific society. Meetings on first Thursdays.

Lambda Chapter of Zeta Sigma Pi (formerly *Phi Sigma Alpha*), national honorary social science club. Meetings on second Thursdays, 7 p. m.

The Press Forum, a journalistic club. Meetings on Tuesdays, 3:15 p. m.

Alpha Psi, open to all students studying Home Economics, meetings on first Wednesdays at 9:50 a. m. and Thursdays at 7 p. m.

The Debating Club, meetings on first and third Mondays, 7 p. m.

The French Club, composed of highest ranking students in French. Meetings on third Thursdays, 7 p. m.

Fine Arts Club, honorary fine arts society.

The College Chorus, practices on Wednesdays at 7 p. m. and at the discretion of the director, on Mondays at 7 p. m.

The Orchestra, organized only when there is sufficient instrumentation. Practice at scheduled afternoon periods.

The Four-H Club. This organization functions when there is a sufficient number of former high school members to constitute.

The Future Farmers of America, composed of

students in vocational agriculture. Meetings on second and fourth Thursdays, 7 p. m.

The Voluntary Religious Association. Vespers on Sundays at 5:00 p. m.

The Officers' Club, composed of the officers of the various organizations. Meetings on second Wednesdays at 9:50 a. m. and at called sessions.

The W-Club, honorary athletic club. No regular meetings.

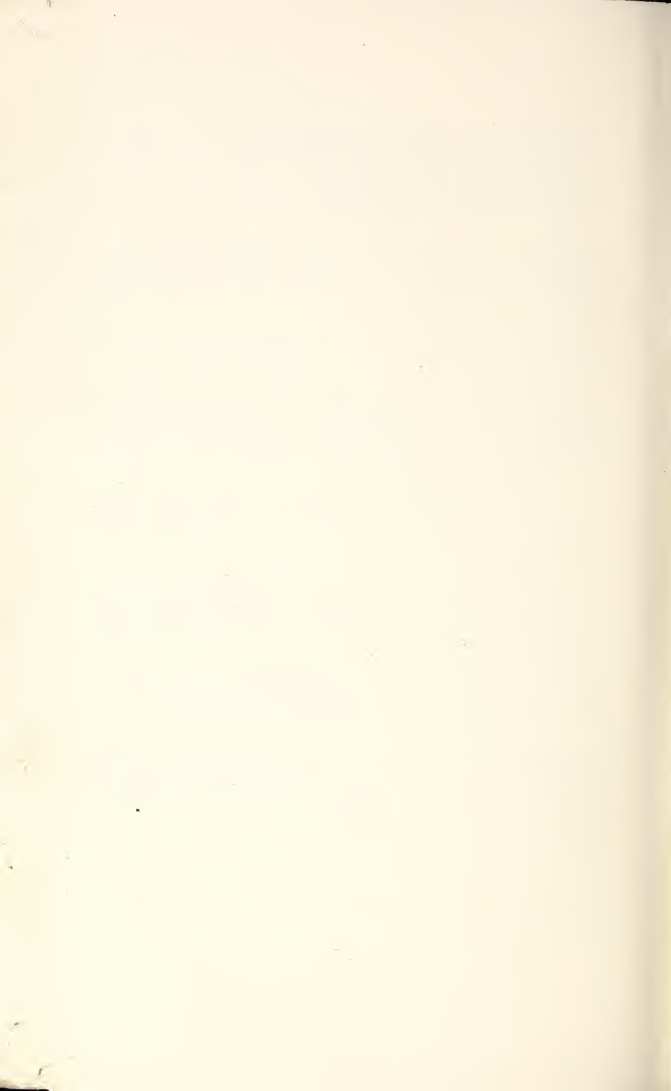
In order to expedite the work of the activities listed above, the faculty has thought it advisable to formulate the following rules under which they are to be operated.

1. All candidates for student body or class officers must have a scholastic average of C or above.

2. Members of an organization giving a social should consider themselves, in their capacity of hosts for the occasion, responsible for the conduct of the party.

3. Proceeds from the college store are to be used for student activities.

4. The college looks with disfavor upon undue soliciting of funds from members of any organization. Faculty advisers are expected to audit the books of their organizations.



Honor Points

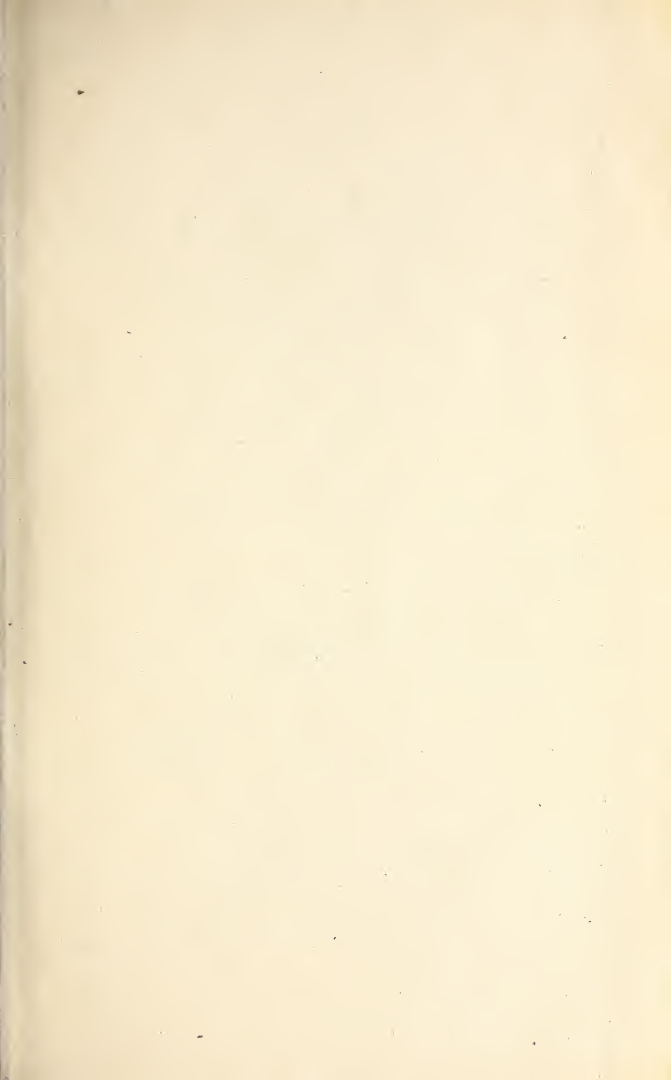
1. Honor points are given for participation in extra-curricular activities. The purpose of these honor points is two-fold: (a) to recognize merit; (b) to enable a greater number of students to engage in extra-curricular activities.

2. Sophomores are allowed a maximum of twelve honor points; freshmen are allowed a maximum of ten honor points. Honor points are given for offices and activities as listed below:

ORGANIZATION	6 pts.	5 pts.	4 pts.	3 pts.	2 pts.
WEST GEORGIAN	Editor	Business Mgr.	Associate Editor Managing Editor	Feature Editors	Reporters etc.
CHIEFTAIN	Editor	Business Mgr.	Associate Editor		Staff
GLEE CLUB AND CHORUS			Business Mgr.	Officers	Members
CLASS OFFICERS		President Student Body	Class Presidents	Other Officers	
V. R. A.		President	Secretary		Other Officers and Council
DRAMATIC CLUB			Stage Mgr.	Officers	Members
DEBATING CLUB			Officers Teams		Members
HONORARY and DEPARTMENTAL SOCIETIES				Officers	Members
ATHLETICS			Team Mgr. Varsity	Varsity	

3. The Activities Committiee of the faculty constitutes a committee of revision.





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